

CONFIDENTIAL

**Index of Forms (Agency Series) Under the Jurisdiction
of or Used Primarily by the Office of Personnel**

<u>Status</u>	<u>Form No.</u>	<u>Title or Description</u>	<u>Office of Primary Interest</u>	<u>Est. Monthly Usage</u>	<u>Old Form No.</u>
(C)	21	Final Payment Clearance Sheet	PAD		34-25X1A
cfr	23	Consultant Qualification Code Sheet	PAD		-----
cfr	37	Record of Destroyed Applicant File	RSD		-----
cfr	38	Contact Letter Control	RSD		37-162
S	45 (Part I)	Fitness Report - Performance	Agency-wide		37-189
S	45 (Part II)	Fitness Report - Potential	Agency-wide		37-189
S(C)	45a	Field Transmittal - Fitness Report	Agency-wide		-----
cfr	61	Current Residence & Dependency Report	RSD-ECD		37-79
cfr	80	Employee Summary Worksheet	PAD		37-1148
cfr	80a	Follow-Up Interview Report	PAD		37-1148a
cfr	80b	Follow-Up Interview Control	PAD		-----
cfr	81	Record of Inquiry & Action Taken	RSD		37-177
cfr	87	No printed title - Field Reject Card	PPD-RSD		37-147
cfr	105	No printed title - Official Action Hold or Suspense	RSD		37-197
(C)	152	Insurance Application Attachment	BCD		37-191

Key to Status Code:

(C) - classified BEFORE completion

cfr - supply kept in central forms room (158 Curie Hall)

S - Agency stock item - available from Building Supply Room

D - supply kept by Division or Office of primary interest

(Effective: 1 February 1957)

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cfr	153	Authorization for Payroll Deduction	BCD	_____
cfr	153a	Memorandum of Understanding	BCD	_____
cfr	171	Notice of Creditable Service	RSD	37-157
S	182	Report of Interview	PPD	37-117
cfr	182a	VITA (special "Report of Interview")	PPD	_____
cfr	182b	Clerical & Communications Report of Interview	PPD	_____
cfr	190	Report of Academic Recruitment	PPD	37-187
cfr	192	Daily Log of Personnel Actions	PED	37-79
cfr	193	Qualifications Supplement - PFS	PAD	_____
S	198	Certified Request for Loan - Official Personnel Folder	RSD	37-174A
D	198a	Certified Report of Transfer - Official Personnel Folder	RSD	37-174
D	198b	No printed title - Charge Envelope - Official Personnel Folder	RSD	_____
D	198c	No printed title - Transmittal Envelope Official Personnel Folder	_____	_____
S (C)	202	Field Reassignment Questionnaire	PAD - Agency wide	25X1A
S (C)	204	Contract Information & Check List	CPD	_____

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cfr	230	Travel Order & Documentation Record	RSD	(500)	37-203
S	259	Medical Action Request & Report	Joint MS-OP form	(2,500)	37-169
S	260	Record of Transportation	RSD	(500 sets)	36-154
cfr	261	T/O Change Authorization	PED	(2,500)	30-25
cfr	270	Secrecy Agreement	PPD	(500)	37-135
D	271	Employee's Notice of Injury & Original Claim for Compensation and Medical Treatment	BCD	Pending	C.A. 1
D	272	Official Superior's Report of Injury	BCD	Pending	C.A. 2
D	274	Employee's Claim for Compensation on Account of Injury	BCD	Pending	C.A. 4
cfr	278	Memorandum of Understanding Regarding Military Service Obligation	PPD	(200)	_____
cfr	316	Refund of Lump Sum Payment	RSD	(30)	_____
D	318	Prospective Clerical Personnel	PPD	Inactive	_____
cfr	334	Contract Control	CPD	(300)	33-40
cfr	354	Housing Application	RSD	(30)	37-184
cfr	364	Placement Control Card	PAD	(300)	37-93 & 37-94
S	377	Request for Security Clearance	RSD	(400 sets)	37-104
cfr	378	Request for Correspondence or Interview	PAD-PPD-RSD	(100)	37-131

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cfr	379	Report of Injury	BCD	(100)	-----
cfr	380	Travel Processing Follow-Up Record	RSD	(250)	-----
cfr	382	Report of Honor Awards Board	DD/Pers/PD	(50-100)	37-176
S	387	Position Description	PED - Agency wide	(2,500)	37-178 & SF-75
cfr	387a	Position Description (Hectograph & Ditto Masters)	PED	(30)	-----
cfr	415	Personal Service Contract	RSD	(100)	37-53
cfr	437	Central Processing Control	RSD	(500)	37-180
S	439	Control Card (DD/P Area)	PAD	(500)	-----
D	444	Personal History Statement	Joint OP-OS form	(3,400)	38-1
D	444b	Periodic Supplement - Personnel History Statement	PAD	(1,000)	275
cfr	451	Field Referral Record	PPD	(200)	37-143
D	454	Application for Attendance at Personnel Lecture Series	OD/Pers	(300 annual)	-----
D	454a	Attendance Record - Personnel Lecture Series	OD/Pers	(200 annual)	-----
cfr	464	Daily Security Report	RSD	(250)	37-67
S	478	Bulletin Board Notice	RSD - Agency wide	(300)	37-199
S	491	Request for Indices Check	Joint OP-OS form	(150 sets)	37-88

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cfr	503	Justification for Consultant	RSD	(1,000 annual)	37-195
cfr	511	Notification of Membership in the Career Staff	DD/Pers/PD	(500)	_____
cfr	536	Military Status Questionnaire	RSD	(250)	37-82
cfr	537	Request for Qualifications Register Analysis	PAD	(80)	37-198
D	548	Recruitment Activity Cost Analysis Record	PPD	(15)	_____
S	560	Periodic Step Increase Certification	RSD & MRD	(700 sets)	_____
S	560a	Periodic Step Increase Authentication (Confidential Funds)	RSD & MRD	(400 sets)	_____
S	560b	Periodic Step Increase Authentication (Voucherized Funds)	RSD & MRD	(300 sets)	_____
D	560c	Periodic Step Increase Code Sheet	RSD	(700)	_____
S	570	Request for Pre-Employment Medical Evaluation	RSD	(400 sets)	37-163
(C)	575	Selective Service Action Request	PAD	(100)	37-95
cfr	575a	Selective Service Record	PAD	(100)	37-124
cfr	580	Housing Record	RSD	(75)	37-185 & 37-186
D	584	No printed title - Keyman Report - CIA Savings Bond Committee	RSD	(6,000 annual)	_____
cfr	603	In- and Out-Casual Status Record	RSD	(3,000)	37-200

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cfr	611	Secrecy Agreement (Contract Type)	DD/P Area	(125)	—
S	626	Entrance-on-Duty Notice	RSD	(500)	37-114
S	639	Cancellation of Applicant Processing	RSD	(250 sets)	37-129
S	642	Personnel Information Card	Agency wide	—	—
cfr	650	Locator Card - Lead/Source Index	PPD	(100)	37-146A
cfr	699	Employee Qualification Code Sheet	PAD	(300)	37-150
cfr	699a	Applicant Qualification Code Sheet	PAD	(300)	37-150A
cfr	723a	Career Service Board Record	PAD	(200)	37-160
D	739	Pledge & Payment Record - Consolidated Charities Fund	RSD	—	—
D	740	Keyman's Campaign Report - Consolidated Charities Fund	RSD	—	—
cfr	765	Lead/Source Data Record	PPD	(60)	37-118 & 37-146
cfr	785	Shipping Data	RSD	(500)	37-91
(C) D	793	Foreign Residence Agreement	RSD	PENDING	—
S	797	Insurance Questionnaire	RSD & BCD	(350 sets)	37-190
D	798	Personnel Action Routing Sheet	RSD	(3,500)	82, 578 & 37-126
D	798a	Personnel Action Routing Sheet (special handling)	RSD	Inactive	—
cfr	798b	Personnel Action Control	RSD	(3,500)	578a

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S (C)	819	Application For & Grant of Education Allowance	Agency wide	—	—
cfr	835	Appointment Processing Record	RSD	(400)	37-128
cfr	835a	Appointment Tab Control	RSD	(400)	37-127
cfr	858	JOT Recruitment Activity Record	PPD	(50)	—
cfr	866	Certificate of Proficiency	PPD	(500)	—
cfr	878	Transportation Requested	RSD	(30)	—
cfr	878a	Transportation Offered	RSD	(30)	—
cfr	887	Interim Assignment Record	PAD	(200)	—
cfr	894	Employment Information	PPD	(800)	—
cfr	897	PED Activity Report	PED	(200)	—
cfr	901	Casualty/Emergency Report	BCD	(40)	—
D	903	Serial Number List	OD/Pers	(10)	—
D	903a	Classification List	OD/Pers	(10)	—
cfr	911	No printed title Agreement on Conditions of Employment & O/S Service (at FOD)	RSD	51-104-3 51-105	—
cfr	911a	Travel Agreement by Staff Employees Assigned to Permanent Duty Station Outside Continental United States	RSD	525X1A	—
cfr	916	Clerical Source Record	PPD	(500)	—
(C) D	934	Designation of Security Monitor	RSD	(200 annual)	—

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D	944	Quick Qualifying Quiz	PPD	(100)	—
cfr	950	Outgoing Correspondence Review	RSD - Agency wide	(300)	—
S	971	Report of Separation	PAD	(250 sets)	37-154
cfr	975	Prospect Referral	PPD	(300)	37-149
cfr	978	Military Status Card	MPD	(250)	37-144
cfr	983	No printed title - Letter of Availability	PPD	(100)	37-112
cfr	989	Applicant Locator	PAD	(Variable)	—
D	1013b	No printed title - Agency Status of Tables of Organization	RSD	(35)	1013 & 1013a (inactive only)
S	1030	Career Preference Outlines	Agency wide	(500 sets)	—
cfr	1033	Application (sterile brief)	PPD	(200)	—
cfr	1033a	No printed title - Communications Personnel Application Brief	PPD	(300)	—
D	1041	Compensation & Claims Record	BCD	()	—
D	1067	Summary of Military Separations - By Number and Pay Grade (ditto master)	MPD	(6)	—
D	1067a	Summary of Military Separations - By Attitude Factors Toward CIA Assignment (ditto master)	MPD	(6)	—
cfr	1072	Morning Report Data - Army	MPD	(50)	37-87

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cfr	1076	Notice of Official Disability Claim File	BCD - RSD	(60)	_____
D	1078	Personnel Requisition Inventory Card (Multilith-Duplimat Master)	PPD	(10)	37-92
cfr (D)	1080*	Biographic Profile	DD/Pers/PD	(1,200)	277
D	1080a*	Biographic Profile Control	MRD - PAD	()	_____
D	1080b*	Biographic Profile Testing Record - Pink (for control deck)	MRD - PAD	()	_____
D	1080c*	Biographic Profile Testing Record - Yellow (for OTR record)	MRD - OTR	()	_____
cfr	1102	Statement of Mobilization Preference	DD/Pers/PD	(100)	_____
cfr	1126	Claim for Dependent Medical Care	BCD	(100)	_____
cfr	1145	Record of Individual Donor - Blood Donor Program	RSD	(150)	_____
D (C)	1148	Case Analysis of Employment Record	DD/Pers/PD	(150)	_____
	1150	Notification of Personnel Action	RSD	(PENDING)	SF-50
	1150a	Notification of Personnel Action - Confidential Funds	RSD	(PENDING)	SF-50 ("CF" over- print)
	1152	Request for Personnel Action	RSD	(PENDING)	SF-52
cfr	1163	No printed title - Congressional Cover Sheet	RSD	(40)	_____

* To be redesignated # 1200, # 1200a, # 1200b, # 1200c

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cfr	1200	Biographic Profile (Parts I & II)	DD/Pers/PD	PENDING	To replace Form 1080
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INDEX OF STANDARD FORMS (Federal) UNDER THE
JURISDICTION OF OR USED PRIMARILY BY THE OFFICE OF PERSONNEL

<u>Status</u>	<u>Form No.</u>	<u>Title or Description</u>	<u>Office of Primary Interest</u>	<u>Est. Monthly Usage</u>	<u>Agency Stock Number</u>
S	SF-7	Service Record Card	RSD	(1,500)	7/7530-005-2905
S	SF-7D	Position Identification Strip	RSD	(5,800)	7/7530-251-0650
S	SF-8	Notice to Federal Employee About Unemployment Compensation	PAD	(150)	7/7530-005-6685
cfr	SF-8	(Overprinted with Agency Identification) Notice to Federal Employee About Unemployment Compensation	PAD	(150)	N.A.
S	SF-50	Notification of Personnel Action	RSD	(4,000)	7/7530-220-7853
D	SF-50	(Confidential Funds Overprint) Notification of Personnel Action	RSD	(750 sets)	N.A.
D	SF-51	Request for Insurance	RSD	(15)	N.A.
S	SF-52	Request for Personnel Action	RSD - Agency wide	(14,000)	7/7530-251-0651
S	SF-53	Waiver of Life Insurance Coverage - FEGLIP	RSD	(100)	7/7530-005-5997
S	SF-54	Designation of Beneficiary - FEGLIP	RSD	(100)	7/7530-005-5811
cfr	SF-55	Notice of Conversion Privilege - FEGLIP	PAD - RSD	(150)	N.A.
cfr	SF-56	Agency Certification of Insurance Status - FEGLIP	PAD - RSD	(75)	N.A.
S	SF-57	Application for Federal Employment	Agency wide	(750)	7/7530-251-0648

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S	SF-58	Experience and Qualifications Sheet (continuation of SF-57)	Agency wide	(600)	7/7530-251-0649
S	SF-61	Appointment Affidavits (Rev. 3/56)	RSD	(300)	7/7530-251-0655
S	SF-89	Report of Medical History	RSD - PFD - PAD	(1,200)	7/7530-220-7199
S	SF-105	Certificate of Membership - CSC Retirement System (Rev. 11/56)	RSD	(300)	7/7530-220-7516
S	SF-113	Monthly Report of Federal Civilian Employment	RSD	(6)	7/7530-247-2306
D	SF-116	Application for Transportation of Household Goods	RSD	(300)	N.A.
D	SF-117	Inventory of Household Goods	RSD	(500)	N.A.
D	SF-127	Request for Official Personnel Folder	RSD	(100)	N.A.
S	SF-144	Statement of Prior Federal and Military Service and Determination of Competitive Status	RSD	(500)	7/7530-005-2891
S	SF-1150	Record of Leave Data Transferred	RSD	(100)	7/7530-251-0643
S	SF-1152	Designation of Beneficiary (Unpaid Compensation)	RSD	(100)	7/7530-005-2895
S	SF-1153	Claim of Designated Beneficiary and/or Surviving Spouse - Unpaid Compensation of Deceased Civilian Employee	RSD - BCD	(10)	7/7530-251-0840
S	SF-1154	Public Voucher - Unpaid Compensation Due a Deceased Civilian Employee	BCD	(10)	7/7530-251-0846
S	SF-1155	Claim for Unpaid Compensation of Deceased Civilian Employee - No Designated Beneficiary or Surviving Spouse	BCD	(5)	7/7530-251-0811

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D	SF-1169	The United States of America Transportation Request	RSD	(50)	N.A.
cfr(S)	SF-2800	Application for Death Benefits - CS Retirement System	BCD	(30)	7/7530-634-4249
cfr	SF-2801	Application for Retirement - CS Retire- ment System	BCD	(30)	7/7530-634-4250
)	SF-2802	Application for Refund of Retirement Deductions	PAD	(150)	7/7530-251-3478
S	SF-2803	Application for Service Credit - CS Retirement System	BCD	(125)	7/7530-005-1917
cfr	SF-2804	Election to Make Voluntary Contributions - CS Retirement System	BCD	(10)	N.A.
S	SF-2806	Individual Retirement Record	RSD	(200)	7/7530-251-0814
S	SF-2807	Register of Separations and Transfers - CS Retirement System	BCD	(5)	7/7530-251-0817
S	SF-2808	Designation of Beneficiary; Change, Revocation of Beneficiary	RSD - BCD	(100)	7/7530-251-0815

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